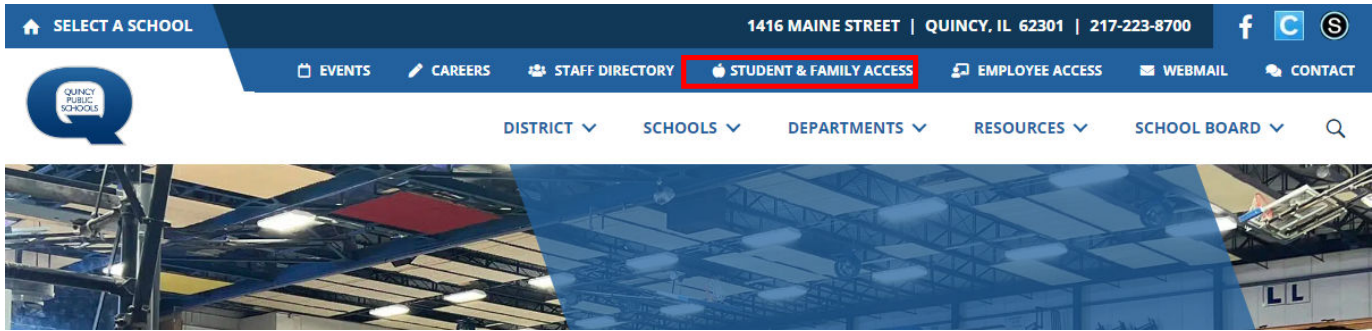




Log into Skyward Family Access

From the Quincy Public Schools' homepage at www.qps.org click Student & Family Access. If you do not know your login information, contact Robin Walters at 223-8700.



SKYWARD®

Quincy School District #172
Quincy School District #172 - Live Conversion Data
06/02/16

Login ID:

Password:

05.16.06.00.05

Login Area:



Open Family Access

1. Click open Family Access
2. Select Online Registration from the menu on the left.
3. Select your student's name. *If your student is not available, please contact Robin Walters at 223-8700.*





Complete Each Step of the Registration

1. Verify and/or update information on each step of the registration.
2. Click **Complete Step...** at the bottom of the page.
3. If registration does not automatically proceed to the next page, please click **Next Step**.

Continue this process for each step of the registration process.

The screenshot displays the 'Online Registration' interface for 'Adams Elementary 2016-2017'. The main heading is 'Step 1a. Verify Student Information: Student Information (Required)'. Below this, the 'General Information' section contains the following fields: Birthday (calendar icon), Gender (dropdown menu), Home Phone (two input boxes with 'Ext.' label), Home Email (input box), Birth County (input box), Birth State (dropdown menu), and Birth Country (input box). A button labeled 'Complete Step 1a and move to Step 1b' is highlighted with a red box. On the right side, a vertical navigation menu lists seven steps, with 'a. Student Information' selected. At the bottom right, there are three buttons: 'Previous Step', 'Next Step' (highlighted with a red box), and 'Close and Finish Later'. A left-hand navigation menu includes links for Home, Online Registration, Calendar, Attendance, Student Info, Food Service, Fee Management, Teacher Conferences, Portfolio, Skylert, Login History, and SkyPort.



Complete Online Registration

After verifying all information is complete, click **Submit Online Registration**.

Online Registration (Adams Elementary 2016-2017) Print

Step 7. Complete Online Registration (Required)
By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for _____?

Review Online Registration Steps		
Step 1)	Verify Student Information	Completed 07/18/2016 8:18am
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	Completed 07/18/2016 8:18am
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	School-Parent Compact	Completed 07/18/2016 8:18am
Step 4)	Social Emotional Checklist	Completed 07/18/2016 8:18am
Step 5)	Transportation To/From Child Care Provider	Completed 07/18/2016 8:18am
Step 6)	Add a Food Service Application	Completed 07/18/2016 8:18am

Guardian Name: _____ Guardian Address: _____

Submit Online Registration

- 1. Verify Student Information ✓ Completed 07/18/2016 8:18am
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information
- 2. Verify Ethnicity/Race ✓ Completed 07/18/2016 8:18am
- 3. School-Parent Compact ✓ Completed 07/18/2016 8:18am
- 4. Social Emotional Checklist ✓ Completed 07/18/2016 8:18am
- 5. Transportation To/From Child Care Provider ✓ Completed 07/18/2016 8:18am
- 6. Add a Food Service Application ✓ Completed 07/18/2016 8:18am
- 7. Complete Online Registration**

Previous Step Next Step
Close and Finish Later